

Hickory Flat Attendance Center

Parent Note Excuse Form

Student's Legal Name:

Date(s) of Absence:

Grade:

Teacher:

Please excuse the above student for being absent on the listed date(s) for the following reason(s):

- ☐ Illness or Injury (doctor's note required if available)
- ☐ Death of an immediate family member (attach documentation)
- ☐ Serious illness of an immediate family member
- ☐ Court appearance (attach documentation)
- ☐ Other (subject to administrator approval)

Explanation of Absence:

Phone Number:

Date:

Parent's Signature:

** This form must be submitted to the school office within 3 days of the absence.*

** If not submitted in time, the absence may be considered unexcused.*

** Use this form only if a medical provider's excuse is not available.*